

SNCO Selection Board Preparation USMC

Don't Procrastinate!!!!

The selection boards are conducted annually during the same timeframe each year and should not be a surprise to any sergeant or SNCO. Marines, with the assistance of their commanders, are responsible for the accuracy and completeness of their Official Military Personnel File (OMPF). Waiting until the convening MARADMIN is published to determine your eligibility is too late to begin preparing for a selection board. Ensuring the accuracy of your official records should be a continuous process.

Each Staff Noncommissioned Officer (SNCO) selection board finds incomplete/inaccurate records on Marines eligible for selection to the next higher grade. (i.e.: missing fitness reports, unreadable information, erroneous information, etc.) Subsequent to the adjournment of a selection board, Marines who are not selected begin to request remedial promotion consideration due to missing or inaccurate information contained in their OMPF or the Marine Corps Total Force System (MCTFS). **TOO LATE!**

Complete your required Professional Military Education (PME). The PME certificate must be dated prior to the convening date of the selection board. Those Marines who have not completed their required PME are considered less than fully qualified for promotion.

Pre-Board setup:

We begin retrieving the eligible population, based on the data contained in MCTFS, approximately 60 days (USMC) and 90 days (USMCR) prior to the convening date of the selection board. If your MCTFS data is incorrect and will not/cannot be corrected 60 days/90 days prior to the convening date of the selection board, you should submit the correct information to the board as update material.

Know the information:

It's important to carefully review **all** of the following:

Enlisted Promotion Manual [MCO P1400.32B] - Chapters 1 and 3: Review this to ensure you are up-to-date on the latest procedures and regulations concerning Enlisted Promotions.

Enlisted Promotion Board Schedules: Although the convening dates for boards are usually constant from year to year, there are no guarantees. Don't miss your board because you assumed it was going to be held the same time as last year.

Convening Message: This message formally announces the convening of the board, along with the allocations and zones. It is released approximately 30 days prior to the board. This message will contain specific guidance about the board, so it's important to read it all.

Contact the Enlisted Career Counselor - [MMEA-64].

Read the Enlisted Career Force Control MARADMIN.

Review your OMPF and MBS within 12 months of the board:

Review your OMPF and MBS early enough that you have time to correct any problems that you discover. In some cases, the RS or RO from years ago need to be located to get a copy of a missing fitness report. Current instructions on how to order your OMPF and MBS can be obtained at the Personnel Management Support Branch (MMSB) website.

Realize that the OMPF and MBS are two separate documents and are not linked. It is possible for a fitness report to be listed on the MBS but not be in the OMPF and vice versa. Carefully review both for accuracy.

What to look for in the OMPF:

Are all fitness reports present and readable? If not, contact MMSB to correct the OMPF and send a "**certified true copy**" directly to the board as a precaution.

Are your awards and schools documented in your "C" fiche? A copy of your awards, school certificates, MCI, etc... should be in your OMPF.

Review your OMPF for accuracy, completeness and readability. MCO P1070.12J (Individual Records Administration Manual) and MCO P1610.7E (Performance Evaluation System) will assist you in determining the documents that should be filed in your OMPF and instructions on corrective action.

What to look for in the MBS:

Is the header information correct? (Name, DOR, etc...)

Are the Awards correct? Do the awards and their citations appear in the OMPF? Corrections to the MBS are made via unit diary - see your Admin section.

Ensure your physical fitness score, rifle range score, pistol score, primary military occupational specialty or intended military occupational specialty, professional military education, civilian education, personal awards, armed forces active duty base date (AFADBD), pay entry base date (PEBD), date of rank (DOR), Career Retirement Credit Report (CRCR) [USMCR only] is correct.

Communicate with the board:

You may communicate with Enlisted Promotion or the Selection Board in various ways: by e-mail, carrier mail, fax, or telephone.

Communicate with the board via letter on anything you think is important. If it is not on your MBS or in your OMPF, then the board **DOES NOT HAVE VISIBILITY TO IT!** The MCI you finished last week, you are in the Exceptional Member Family Program, just PCS'd, etc... will not be visible to the board. This is the best way to communicate information that you feel is important directly to the board.

If you are asking other individuals (a third party) to prepare a letter of recommendation for the board, you must endorse the letter or forward the letter(s) under a separate cover letter. This process **PROTECTS YOU**, the eligible Marine, from having information submitted to the board without your knowledge. Any correspondence received without your signature will not be presented to the board for consideration.

These letters must be received not later than 2359 on the convening date of the selection board.

Send a photo:

Submit a **SQUARED AWAY** photograph to the selection board regardless of zone. Instructions for the photograph are contained in MCO P1070.12J (Individual Records Administration Manual). If you are unable for some reason to send a photo, communicate to the board as to why not.

Photographs must be taken within six months of the convening date.

If your service "C" uniform is not available due to deployment, submit a photograph in the most appropriate uniform available.

Although not required, you are strongly encouraged to have your photograph certified by your CO/XO/SgtMaj/1stSgt if you exceed the height/weight standards. Include your body fat percentage.

Review our Website before calling:

The Enlisted Promotion Section goes to great lengths to keep our website as current as possible. Check our Frequently Asked Questions section to see if the answer to your question is already available. Spread the word about the site, and send recommendations for improvements.

Things to Remember:

- You compete by military occupational specialty [USMC/USMCR(AR)] and by occupational field [USMCR (SMCR/IRR)].
- Your entire record is reviewed and considered by the selection board.
- Above Zone Marines receive full consideration along with the Promotion Zone Marines.
- There is no minimum/maximum allowable number that may be selected from the Above Zone.
- An accelerated fitness report for sergeants and staff sergeants place a Marine in the Below Zone population, if the Marine is not already in one of the three eligibility zones.
- The Promotion Zone population may be either extended or reduced during a selection board. Review the select MARADMIN for the zone and allocation changes that occurred during the selection board.
- The Below Zone is normally an estimate of the promotion zone for next year's selection board. Although the below zone records are reviewed by the selection board, a **maximum of 5% of the allocation** may be selected from the below zone at the president's discretion.
- This page is intended to provide basic information for all enlisted personnel who are currently eligible, or will become eligible for a statutory selection board to consider.